

Office of General Counsel
GS-905-15 Attorney Promotion Guidance

1. Justification and employee self-audit memos should be forwarded directly to the Human Resources Team Leader. He/she will contact you and/or the Associate to discuss any revisions or amendments which may be necessary.
2. Attorney positions are classified by reviewing a number of elements which together determine the difficulty and responsibility of attorney positions. These elements fall into two main categories (or factors): (1) nature of the case or legal problem and (2) level of responsibility. The nature of cases or legal problems for GS-15 Attorney positions are classified as Type III. The level of responsibility for GS-15 Attorney positions are classified as Level E. Review pages 10-11 of the attached OPM Classification Standard for the definition of Type III cases; and pages 17-20 for the definition of Level E responsibility.
3. Address the following elements by citing your experience that demonstrates your ability to perform at the GS-15 level. (Use three examples of legal problems and/or cases at the GS-15 level to show one or more of the following):
 - I. Nature of Case:
 - A. Extremely complex and difficult legal questions or factual issues
 - consider the nature and availability of precedential decisions
 - B. Impact of case (economic, social, political, etc.)
 - substantively broadens or restricts Agency activities
 - important impact on a major industry
 - important impact on major private or public interests
 - major extension or revision in a State or other grant program
 - problems of unusual delicacy
 - precedential value
 - C. Cases involve, directly or indirectly, very large sums of money and/or are vigorously contested by extremely capable legal talent
 - interest in case is generally nationwide
 - II Level of Responsibility:
 - A. Nature of functions
 - role and responsibility for case or legal problem
 - examples of functions which illustrate incumbent's free reign permitted by DOJ in litigation activities or similar function
 - examples of providing advice and guidance to senior staff

B. Supervision and guidance received

- no preliminary instruction
- independently plans and conducts work

C. Personal work contacts (if applicable)

- conferring/negotiating with senior officials
- advising congressional committees and staffs
- trying cases before courts or administrative bodies

D. Nature and scope of recommendations and decisions

- advice given directly to program head
- recommendations usually tantamount to final decision
- responsible for directing; coordinating and reviewing work of team, if applicable
- examples listed under Level C

E. Effect of individual stature in the profession (if needed)

- examples of how other attorneys inside EPA and those in other part of the federal sector seek advice or take advantage of your expertise
- nature of relationship/distinctions between your areas of expertise and those of other attorneys in your practice group or other parts of OGC